



Financial Services Department

Memorandum

To: Honorable Mayor Maso and City Council Members

Thru: George Purefoy, City Manager
Nell Lange, Assistant City Manager

From: Tom Johnston, Purchasing Manager
Anita Cothran, Director of Financial Services

Date: March 15, 2010

Subject: Consider and Act Upon Award of Bid #1011-013, Annual Contract for Printing Services to Marfield, Advanced Printed Media, Signature, Sir Speedy, Hypermotion, and Fast Track

Action Requested: City Council award of bid #1011-013, annual contract for printing services to Marfield, Advanced Printed Media, Signature, Sir Speedy, Hypermotion, and Fast Track, in an estimated annual amount of \$200,000.

Background Information: In an effort to obtain City-wide volume discounts and establish set pricing with delivery schedules, Purchasing solicited bid #1011-013, annual contract for printing services. This bid consisted of 94 commonly used printed items. Purchasing solicited this bid as a best value bid with criteria evaluating purchase price, distance of the vendor's facilities from the city, reputation of the bidder, quality of the bidders goods/services, the vendors past relationship with the city, in house capabilities and delivery of goods after receipt of order. Bids were received on 12/10/09 from 18 vendors listed on the attached Department memo. Staff went through an intensive process of evaluating the bids and is recommending a primary and secondary vendor for each item. The six vendors being recommended are: Marfield, Advanced Printed Media, Signature, Sir Speedy, Hypermotion, and Fast Track.

Board/ Citizen Input: N/A

Alternatives: City Council could choose not to award at this time.

Financial Considerations: Funding is available through various Department operating budgets.

Legal Review: N/A.

Supporting Documents: Department memo, original bid and addendum.